BANKS FIRE DISTRICT #13

PUBLIC RECORDS REQUEST

FOR OFFICE USE ONLY Date
Received_____ Request #

REQUESTOR INFORMATION

Name:	Date of Request:
Mailing Address:	
City, State, Zip:	Daytime Phone:
Email Address:	Fax Number:
Preferred Method of Contact (circle one) Mail Phone Email Fax	

DESCRIPTION OF RECORDS REQUESTED

Please describe the materials you are requesting in as much detail as possible: type of document, date, author, title, etc. Indicate if you want to inspect the records or if you need copies. Charges will apply for copies.

(Attach additional sheets as necessary)

- Banks Fire District will respond to your request within five business days acknowledging the receipt of the request.
- The District then has 10 additional days to fulfill the request or issue a written response estimating how long fulfillment will take.
- If the estimated costs involved in fulfilling your request exceed $25, the District will advise you of the estimated costs and require your approval before beginning work.
- Some requests involving documents not readily available may be unavailable to fulfill.
- Pre-payment of the estimated costs will be required before taking further action on your request.
- Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling the Public Records Request according to the conditions set forth above. These costs may include the cost of locating records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records. I agree to pay up to $25 without further approval.

Signature of Requestor

Date